

**For:** FAS National Office Employees and All FSA Federal and County Office Employees

**2001 Aspiring Leader Program (ALP)**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for 2001 ALP.

**B**

**Contact**

If there are questions about this notice, contact Tanya Coram-Howard at 202-418-9044 or TDD 202-418-9107.

**2 ALP Overview and Dates**

**A**

**Program Overview**

ALP is:

- a 6-month leadership development program for Federal/county employees who are at the GS/CO-5 through GS/CO-7 level and who have potential leadership qualities and abilities
- designed to prepare employees for future positions such as team leaders, supervisors, and managers.

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<p><b>Disposal Date</b></p> <p>August 1, 2001</p>	<p><b>Distribution</b></p> <p>FAS National Office Employees and All FSA Federal and County Office Employees</p>
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**2 ALP Overview and Dates (Continued)**

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**A**

**Program  
Overview  
(Continued)**

- tailored to the participant's own developmental needs using basic competencies. The basic competencies include:
    - leadership
    - problem solving
    - self-direction
    - flexibility
    - interpersonal skills
    - decisiveness
    - written communication
    - oral communication
    - technical competence
    - customer service.
- 

**B**

**Program Dates**

There will be two 6-month programs for 2001.

- Program I will begin on February 4, 2001
- Program II will begin on May 6, 2001.

Each program includes 3 separate 1-week residential seminars located within 200 miles of the Washington, D.C. area.

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### 3 Program Components

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#### A Program Requirements

Participants must complete all of the following program requirements:

- Core Classroom Curriculum
  - **Note:** See subparagraph C for an outline of each of the 1-week seminars.
  - Self-Study Developmental Assignments
  - Individual Needs Assessments
  - Individual Development Plan
  - Leadership Development Team Activity
  - 1-Week Shadowing Assignment
  - Management Readings
  - 3- Management Interviews.
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#### B ADP Requirements

Participants should have access to the following:

- a computer with printer
  - modem
  - Internet electronic mail.
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**Notice PM-2208**

**3 Program Components (Continued)**

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**C**

**Core Curriculum** An outline of each residential 1-week seminar is in the following table.

**Outline**

Week I--Core I	Week II--Core II	Week III--Core III
<b>Orientation and Skill Building</b>	<b>Teams at Work</b>	<b>Team Presentations, Close-Out, and Graduation</b>
<p>Participants are assigned to a learning team during this session and, as a team, explore a program-related issue.</p> <p>Participants will also focus on:</p> <ul style="list-style-type: none"> <li>• individual development needs</li> <li>• self-direction</li> <li>• team building</li> <li>• leadership skills</li> <li>• team formation</li> <li>• interpersonal skills.</li> </ul>	<p>Core II takes place 6 weeks after orientation and concentrates on:</p> <ul style="list-style-type: none"> <li>• team performance</li> <li>• conflict</li> <li>• decision making and problem solving</li> <li>• interpersonal communications</li> <li>• diversity in the workplace</li> <li>• flexibility</li> <li>• presentation skills.</li> </ul>	<p>This is the final week of the program. The emphasis is on:</p> <ul style="list-style-type: none"> <li>• oral communications</li> <li>• self-direction</li> <li>• leadership.</li> </ul>

**D**

**Additional ALP Information** Exhibit 1 contains information from the ALP brochure.

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## Notice PM-2208

### 4 Nomination Process

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#### A Nominee Qualifications

Nominees for ALP must:

- be permanent full-time employees

**Note:** Schedule B employees, with re-employment rights, are also eligible to apply.

- be at the GS/CO-5 through GS/CO-7 or equivalent level
  - have potential leadership qualities and abilities
  - have the potential and motivation to complete all ALP requirements.
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#### B Nomination Procedure

Eligible employees may apply by submitting a nomination package containing the following:

- completed ALP nomination form (Exhibit 2), including supervisory concurrence and signature

**Notes:** Union officials on 100 percent official time do not need supervisory concurrence and signature

The ALP nomination form is available as follows.

Office Location	Form Location	File Name
Kansas City	k:\wpforms	NOMALP.PDF
FAS and FSA National Offices	u:\wpforms	NOMALP.PDF
State and other Field Offices <b>Note:</b> State Offices shall reproduce for County Offices.	<ul style="list-style-type: none"><li>• FSA BBS Forms Library</li><li>• FSA Forms On-Line Website at <a href="http://www.fsa.usda.gov/dam/forms/fsaforms.asp">http://www.fsa.usda.gov/dam/forms/fsaforms.asp</a></li></ul>	NOMALP.PDF

- a statement written by the first-line supervisor or Agency nominating official that assesses the applicant's potential
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## Notice PM-2208

### 4 Nomination Process (Continued)

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#### **B Nomination Procedure (Continued)**

- current resume, OF-612, or SF-171, which includes the following:
  - full name
  - home address
  - applicant's signature
  - date signed
  
- provide a written statement of up to 2 pages, addressing how this training will improve performance in current and expected job assignments

**Note:** Emphasis should be on how abilities or competencies in the following areas are supported:

- leadership
  - initiative
  - interpersonal communication
  - oral
  - written
  - technical competence.
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- list of all formal training courses taken in the last 5 years.
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#### **C Accommodations**

Persons with disabilities who require accommodations to attend or participate in this training should contact Tanya Coram-Howard at 202-418-9044 or TDD 202-418-9107 by **COB October 16, 2000**.

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Notice PM-2208

4 Nomination Process (Continued)

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**D**

**Submitting  
Nomination  
Forms**

Send the original and 6 copies of the completed nomination forms using either of the following methods. **FAXed copies will not be accepted.**

<b>IF sending by...</b>	<b>THEN use the address...</b>
regular mail	TANYA CORAM-HOWARD USDA, FSA, HRD, TDB STOP 0574 1400 INDEPENDENCE AVENUE SW WASHINGTON, DC 20250-0574
FedEx	TANYA CORAM-HOWARD USDA, FSA, HRD, TDB SUITE 303-A 2101 L STREET NW WASHINGTON, DC 20037-1526

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**E**

**Deadline Date**

All nominations must be **received** in HRD, TDB by **COB October 20, 2000**. Nominations received after this date will not be considered. Substitution of nomination items will not be permitted after the deadline.

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**Notice PM-2208**

**5 Selection Process**

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**A  
Participants by  
Organization**

Employees selected will be organizationally distributed as follows:

- FAS may support up to 2 nominees
  - FSA may support up to 15 nominees.
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**B  
Participant  
Selection**

Participants will be selected as follows.

- Panels will review and rank employee nominations using Agency-wide criteria. Candidates will be considered without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, age, marital status, or disability.
- The work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.
- FAS and FSA Partnership Council-related work shall be viewed as administrative duty, and thus shall be subject to evaluation by the panel.
- Recommendations are made to the Administrator based on the following table.

<b>IF the nominee is an employee of...</b>	<b>THEN the...</b>
FSA	Administrator or designee selects final participants.
FAS	<ul style="list-style-type: none"><li>• Executive Advisory Group makes recommendations to the Administrator based on panel rankings</li><li>• Administrator or designee selects final participants.</li></ul>

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5 Selection Process (Continued)

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C

**Panel  
Membership**

HRD, TDB will facilitate panels. Separate panels will be established for each Agency. The panel consists of:

- 3 voting agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting EEO representative
- 1 nonvoting union representative; **Union participation will be based on Agency's selection panel.**

**Note:** No panel will be held if the number of applications received does not exceed the number of positions available.

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D

**Program Costs**

Tuition for the 2001 ALP is \$2,295 per participant.

- Tuition for FAS employees will be paid from the Agency-wide management fund.

**Note:** Individual training budgets will not be charged.

- Tuition for FSA employees will be coded to each individual office.

Tuition does **not** include travel and lodging costs, which will be funded by the employee's office travel budget.

**Note:** Meals are **not** included in the tuition costs.

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E

**Selection  
Notification**

HRD, TDB will notify nominees whose names are forwarded to the Graduate School, USDA for consideration. The Graduate School, USDA will send selectees written notification of their acceptance.

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**Labor  
Management  
Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

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**Additional ALP Information**

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**Core Classroom Curriculum**

The Aspiring Leader Program's classroom curriculum is divided into three 5-day residential seminars located within a 200-mile radius of the Washington, D.C., metropolitan area. Because teamwork is critical to good management, participants are assigned to a Leadership Development Team during their residential sessions. These teams strengthen leadership and interpersonal skills, stimulate commitment to personal development and provide a forum for exploring and addressing current issues facing supervisors and managers in the federal workplace. Each team will prepare and deliver a two-hour presentation on a management-related topic for their class. Additional details for each session follow:

**WEEK 1: Orientation and Skill Building**

This session focuses on the participants':

- **Individual Development Needs**
- **Self-Direction**
- **Team Building**
- **Leadership Skills**
- **Team Formation**
- **Interpersonal Skills**

Participants are assigned to Leadership Development Teams and begin working on team presentations. In addition, program requirements, policies, expectations and opportunities are outlined.

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**Additional ALP Information (Continued)**

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**WEEK 2: Teams At Work**

This session takes place approximately six weeks after the initial session and concentrates on:

- **Team Performance**
- **Conflict Management**
- **Decision Making**
- **Problem Solving**
- **Interpersonal Skills**
- **Customer Service**
- **Diversity and Cultural Awareness in the Workplace**
- **Flexibility**
- **Presentation Skills**

Teams continue working on presentations.

**WEEK 3: Team Presentations, Closeout and Graduation**

In this session, emphasis is placed on:

- **Oral Communication**
- **Self-Direction**
- **Leadership Skills**

Teams deliver presentations. Participants, supervisors, managers, program coordinators, team advisors and mentors attend a graduation ceremony and luncheon.

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**Additional ALP Information (Continued)**

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**Other Program Components****Individual Needs Assessment**

In order to help customize the program to fit individual needs, each participant will complete the following before attending the initial residential session:

- **Leadership Effectiveness Inventory to assess competencies and managerial skill level; and**
- **Myers-Briggs Type Indicator to facilitate team-building exercises**

**Leadership Development Plan**

Each participant creates a Leadership Development Plan for developmental assignments and independent study activities within his/her agency. This plan acts as the blueprint for his/her developmental program. Participants are also required to prepare a plan for continuous development once they have completed the program. The Aspiring Leader Program will provide a questionnaire to help participants define and meet specific career development objectives. The Aspiring Leader Program Director will counsel each participant on plan design. Participants must coordinate plan preparation with their first-line supervisor and agency program coordinator to ensure appropriate support.

**Management Readings**

In order to broaden knowledge of the management field and strengthen analytical skills, participants will read and write their reviews of two books on management issues.

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**Additional ALP Information (Continued)**

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**Other Program Components (Continued)****Management Interviews**

Participants must interview a minimum of three federal managers at the GS 11-13 levels. These interviews will provide an additional opportunity for participants to have visibility at the management level and gain critical information for long-term career planning and development.

**Shadowing Assignment**

In addition to the three residential sessions, the program includes a one-week "shadowing" assignment of a federal manager at the GS 11-13 levels. Participants will observe a manager in action, focusing on their management style and how they interact with their employees.

**30-Day Development Assignment**

Participants will complete a 30-day development assignment within their agencies, but outside their position of record. The development assignment does not have to be completed within 30 consecutive days.

**Learning Team Activities**

Participants are assigned to learning teams during the orientation session. Each team will explore a program-related issue and make a one-hour team presentation of this issue during the final week of the program. This activity is designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development, value and increase the understanding of diversity and to provide a forum to explore current issues facing leaders in the federal workplace.

ALP Nomination Form

REPRODUCE LOCALLY. Include form number and date on all reproductions.

**2001 ASPIRING LEADER PROGRAM (ALP)  
NOMINATION FORM**

**Note: Deadline October 20, 2000**

1. Indicate appropriate Agency ( <i>Check</i> ) FSA <input type="checkbox"/> FAS <input type="checkbox"/>		
2. Indicate choice of ALP Session ( <i>Check only one</i> ) FEB 2001 <input type="checkbox"/> MAY 2001 <input type="checkbox"/>		
3. NAME	4. DUTY STATION	5. STOP CODE
6. TITLE	7. GRADE	8. TELEPHONE NUMBER
9. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified. <b>Travel/lodging costs will be funded by the employee's office travel budget.</b>  <b>NOTE:</b> Union officials on 100% official time do not need supervisory concurrence and signature.		
10. SUPERVISOR'S SIGNATURE		DATE
11. Other required information to be included with this nomination form:  A. A statement written by the first-line supervisor or Agency Nominating Official that assesses the applicant's potential.  B. Current resume, OF-612 or SF-171, which includes the following: <ul style="list-style-type: none"><li>• Full Name</li><li>• Home Address</li><li>• Signature of Applicant</li><li>• Date</li></ul> C. Written statement of up to 2 pages addressing how this training will improve your performance in current and expected job assignments. Emphasis should be on how abilities or competencies in the following areas are supported: <ul style="list-style-type: none"><li>• Leadership</li><li>• Initiative</li><li>• Interpersonal Communication</li><li>• Oral</li><li>• Written</li><li>• Technical Competence</li></ul> D. List of all formal training courses taken in the last 5 years.		
12. Please submit this nomination form and all other "required" information listed above (the original and 6 copies), by October 20, 2000.		
Tanya Coram-Howard USDA FSA HRD TDB STOP 0574 1400 Independence Avenue, SW Washington, DC 20250-0574	OR	FEDEX Tanya Coram-Howard USDA FSA HRD TDB Suite 303-A 2101 L St. NW Washington, DC 20037-1526